THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DOE74710301** DATE POSTED: **06/15/15**

POSITION NO: **243381** CLOSING DATE: **06/26/15**

POSITION TITLE: **Head Start Bus Driver****

DEPARTMENT NAME / WORKSITE: **DOE/Navajo Head Start - St. Michaels, AZ**

WORK DAYS: Monday - Friday

WORK HOURS: 40 hrs/Week

REGULAR FULL TIME: ☐

PART TIME: ☐

SEASONAL: ☑

TEMPORARY: ☐

NO. OF HRS./WK.:

DURATION :

GRADE/STEP: AD59A

$ 16,205.76 PER ANNUM

$ 13.24 PER HOUR

DUTIES AND RESPONSIBILITIES:

According to appropriate policies, rules, regulations, the Head Start Bus Driver transports, picks-up, drops-off Head Start students to their destination within scheduled time; the driver conducts routine maintenance checks and upkeeps to ensure preventive, safety, and security to transporting children to and from their destination. Using effective and efficient compliance measures and inspections to maintain Head Start Center operation is pertinent to the HS program and the HS children; works closely with Head Start center staff to promote and maintain a child-safe environment, proactively engaged in educational/classroom/transportation functions keeping consistent discipline, comfort, security, protection of small children. Reports delays, incidents, or incidents and other concerns regarding child health, behavior, emotion, and physical well-being. Works with small children to promote happiness, wellness, learning, discovery, adapting, harmony, etc... Physically assist children in securing safety precautionary measures: safety seats evacuation drills, bus transportation and order, prevention of all injuries, accidents, abuse, abandonment, and neglect; oversees, trains, and teaches parents on bus safety. Classroom assistance: assists to prepare materials/supplies for activities, prepare meals, cleans/sanitizes classroom, kitchen, bathrooms; Head Start recruitment, parent/ staff conference/training; willing to promote effective teamwork in a team oriented environment to create a nurturing educational environment by establish relationship with small children.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED.

Preferred Qualifications:

- Six (6) months bus driving experience.
- A Child Development Associate (CDA) or 12 related college credit hours.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application)

Special Requirements:

- A favorable background investigation.
- Possess a valid Commercial Driver's License with Passenger and School Bus Endorsement.
- Must pass a physical examination with tuberculosis (TB) clearance prior to date of hire.

Special Knowledge, Skills and Abilities:

Knowledge of early childhood development/education; knowledge of laws, regulations, and tribal policies on child care and child transport; Knowledge on Navajo culture and traditions to establish trust, respect, and accountability with parents and community members. Ability to nurture, motivate, teach, and influence children three to five years of age children; ability to display mature patience and understanding; ability to work extended and flexible work hours; advanced skill to communicate and understand to increase participation and cooperation.

Incumbent must abide by program standards of conduct.

*****Union Position***

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.